

CHIEF DEVELOPMENT OFFICER

DISTINGUISHING FEATURES

The fundamental reason the Chief Development Officer exists is to be responsible for the administration, leadership, management, and operation of the Development Services functions of the Department. This classification is a direct supervisor to development services technical and division heads of the department. Work is performed under general supervision by the General Manager Planning and Development Services.

ESSENTIAL FUNCTIONS

Directs the overall activities of programs in the Development Services Divisions and establishes goals and objectives for the divisions and manages resource needs and budgetary expenditures.

Provides support and input into the development and operation of the department's five-year plan, capital improvements plan, and bi-annual work plan as related to departmental goals and organizational critical objectives.

Directs the coordination of projects, design standards, issues, changes, and variances with all city departments, divisions and programs.

Coordinates activities of one City Council appointed board (Building Advisory Board of Appeals), and makes recommendations to the City Council on all division matters.

Provides support to department management of Planning Commission, Development Review Board, and Public Hearing Officer.

Interprets and implements City policies and administrative regulations. Makes recommendations to the General Manager and formulates new policies in response to Council direction.

Works in close cooperation with other department management and city officials to further the objectives of the City and department.

Prepares Council and Commission reports, performance evaluations, memos and other forms of communication.

Attends City Council, board/commission, neighborhood, and various other meetings.

Supports and represents City Council and management policies and practices to the public and other City employees.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The variety of disciplines associated with the planning and development process (e.g., planning, engineering, building, construction, economics, land use law, etc.)

Community organizations and their leaders.

Principles of urban land use and development (emphasis on public works and building safety).

Customer service and problem resolution practices.

Various negotiation styles and techniques.

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with

established policy.

Be adaptable and willing to accept new challenges

Understand how broad view issues relate to City operations.

Conduct research and analyze, interpret and report research findings and recommendations.

Prepare clear and concise reports.

Model City Values and manage within Values to guide effective organizational change and renewal.

Exercise excellent verbal, written, and interpersonal skills

Develop, establish, evaluate, recommend, and implement departmental policies, goals, and objectives.

Effectively communicate verbally and in writing with all levels of City staff, Council, Commissioners, and public.

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Be an innovative leader that contributes effectively to the organization's performance goals and strategies.

Sit approximately 70%, walks approximately 15%, and stands approximately 15% of workday.

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree Civil Engineering, Urban Planning, Design, Architecture, Public/Business Administration or a closely related field and 8years progressively responsible managerial and supervisory experience including experience with public policy processes.

FLSA Status: Exempt

HR Ordinance Status: Unclassified